

FREEDOM OF INFORMATION ACT (FOIA)

How to Place a FOIA Request

FOIA requests are submitted by private citizens. Government equipment, resources, supplies, stationery, or official mail channels, including e-mail, should not be used to make or follow-up on FOIA requests. You may, however, use your home fax or e-mail account to submit a request.

If you want to submit a FOIA request, send a written request to the base FOIA office responsible for the unit where the record is located. Make sure to use the word "FOIA" in your request and to describe the record(s) you want. **Be as specific as possible.** You must be willing to pay for processing costs and fees, and you must state this in your request.

Description of the records requested should include any facts or clues about the time, place, persons, events, subjects, or other details. This information will assist in locating the records you seek. There is no special form to complete. You may mail, hand carry, fax, or e-mail your request. Mark your envelope or request "FOIA."

FOIA requests submitted to Lajes should be mailed to:

65 CS/SCBR
ATTN: FOIA MANAGER
Unit 7785
APO AE 09720

You can also e-mail your request to: 65CSSCSP@Lajes.af.mil

If you have any questions or need assistance call: 011-351-295-576230

FOIA Cost

The FOIA program allows the government to recoup some processing costs from requesters. The charges are based on the requester's category. There are three categories: commercial (who can be charged for search time, review, and reproduction fees), educational (charged reproduction fees only; first 100 pages

provided at no cost), and others (may be charged for more than two hours of search and more than 100 pages). The FOIA also allows waivers or reductions in fees. When you place your request, you should state which category you believe you fall under and a commitment to pay the assessable costs for that category.

How Long Does it Take

We provide a response to your FOIA request within 20 working days (duty days, not counting Saturdays, Sundays, or Federal holidays) from the date the proper FOIA office receives it.

FOIA Exemptions

The Freedom of Information Act provides access to federal agency records except those protected release by nine specific exemptions. The Air Force might not release records that are:

- (1) Classified
- (2) Internal personnel rules and practices
- (3) Other statute requires denial
- (4) Commercial information that would cause competitive harm
- (5) Predecisional, deliberative information
- (6) Invasion of personal privacy
- (7) Compiled for law enforcement purposes

Any denial letter, including a "no records found" response, will contain directions on how to file an appeal. The requester has the right to appeal all denial decisions within 60 days. Send appeals for all denials to the Secretary of the Air Force through the office that initially denied the information. If an appeal is filed, the entire case file will be sent to ACC for review and possible denial of the appeal. All denied appeals are sent to the Air Force Legal Services Agency and decided by the General Counsel, on behalf of the Secretary of the Air Force.